

**MEMO TO:** City Council

**FROM:** Rosemarie Ives, Mayor

**DATE:** February 6, 2007

**SUBJECT: AMENDMENT OF REDMOND TRIP REDUCTION INCENTIVE PROGRAM (R-TRIP) AGREEMENT WITH KING COUNTY**

**I. RECOMMENDED ACTION**

By motion authorize the Mayor to execute an Agreement with King County to accept King County's contribution of funding transportation products and services for the Redmond Trip Reduction Incentive Program (R-TRIP) through December 31, 2007.

**II. DEPARTMENT CONTACT PERSONS**

Kim van Ekstrom, Chief Communications Officer, 425-556-2419  
Erika Vandenbrande, Senior Planner, TDM Programs, 425-556-2457

**III. DESCRIPTION/BACKGROUND**

The City of Redmond and King County both provide programs and services to assist employers in encouraging their employees to commute in modes other than driving alone. These services help businesses meet their goals for the Commute Trip Reduction law and Transportation Management Programs and thereby reduce energy consumption, air pollution, and traffic congestion.

R-TRIP has been very successful in forming partnerships with local businesses to provide effective alternatives to single occupant vehicle use. The City and King County desire to continue to work together to implement the R-TRIP, a program that helps fund Redmond employer trip reduction efforts. Redmond funds are provided through the Business license surcharge, as recommended by the Business Tax/Transportation Improvements Advisory Committee, and are currently being used to provide incentives, program support, and technical assistance to both large and small employers.

To further leverage dollars dedicated to trip reduction, King County has agreed to provide specific commute related programs and services to assist with the R-TRIP, up to a maximum of \$126,500. Under this agreement, the City of Redmond and King County will coordinate their commute trip reduction programs, and King County will make financial and in-kind contributions to alternate commute trip reduction services described in Attachment A.

**IV. IMPACT**

- A. Service Delivery:** Approval of this agreement will increase the array and level of alternate commute subsidies and trip reduction programs that we offer to Redmond businesses and commuters.
- B. Fiscal:** This will result in significant cost savings to the City, with no additional cost to the City as a result of this action. The agreement allows the City to draw upon up to an additional \$126,500 in King County program funding.

**V. ALTERNATIVES TO STAFF RECOMMENDATION**

- A. Do not approve the agreement:** If the agreement is not approved, Redmond will not receive the additional \$126,500 in funding and support to implement the R-TRIP program.

**VI. TIME CONSTRAINTS**

The agreement ends effective December 31, 2007. Any delay in implementing the contract reduces the amount of time the City and participating employers would have to reduce commute trips.

**VII. LIST OF ATTACHMENTS**

**Attachment A:** R-TRIP Agreement Contract Amendment  
**Exhibit 1:** 2007 R-TRIP Scope of Work and Budget

/s/ \_\_\_\_\_ 1/4/07  
Kim Van Ekstrom, Chief Communications Officer Date

Approved for Council Agenda: /s/ \_\_\_\_\_ 1/4/07  
Rosemarie Ives, Mayor Date

# ATTACHMENT A

## CONTRACT AMENDMENT

**Project Name:** Redmond Trip Reduction Incentive Program Agreement

**Contractor:** City of Redmond

**Contract No.:** NA

**Address:** 15670 NE 85<sup>th</sup> St. MS: CHEX

**Amendment Date :** 12/28/06

P.O. Box 97010

**Amendment No.:** 1

Redmond, WA 98073-9710

### AMENDMENT REQUESTED BY

Market Development, KC Metro Transit Division

Organization

David Stallings

Name

Senior Market Development Planner

Title

### AMENDMENT EFFECTS

- ☒ **Change of Scope**
- ☒ **Method of Payment**
- ☒ **Time of Performance**
- ☒ **Compensation**
- ☐ **Terms and Conditions**
- ☐ **Results of Services**
- ☐ **Other**

**Scope and Budget** - Attachment A: 2007 R-TRIP Scope of Work and Budget replaces Attachment A Scope of Work and Budget in 2006 Agreement.

**Section 3 (Term of Contract)** is amended to state "The Contract shall commence on January 1, 2007 and shall terminate on December 31, 2007 unless terminated earlier, pursuant to the terms and conditions of this Agreement. The agreement can be extended on an annual basis for up to two years, by mutual agreement of both parties."

**Section 4.1 (Reimbursement of Eligible Expenses)** is amended to read "The County shall submit an invoice to the City for up to \$89,000 in costs for RSVP passes in support of the Rideshare Commute Options Program (RCOP). All invoices provided by the County to the City shall be supported by appropriate financial reports from the County's accounting system showing expenses incurred for the period being invoiced. The County shall invoice the City twice during the year, in June, 2007 and December, 2007.

The County shall reimburse the City for a maximum of \$77,500 of expenses related to the Residential TDM, Employer Commuter Club Options, Transit Promotion and Incentives, and Small Business Outreach and Incentive Programs. All invoices provided by the City to the County shall be supported by appropriate financial reports from the City's accounting system showing expenses incurred for the period being invoiced. The City shall submit invoices on a quarterly basis to the County, and the County shall reimburse the City within 45 days of receiving an invoice.

IN WITNESS HEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED AND INSTITUTED ON THE DATE FIRST ABOVE WRITTEN.

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<b>King County, Washington</b>		<b>City of Redmond, Washington</b>	
<b>By</b>	<hr/>	<b>By</b>	<hr/>
<b>Title</b>	General Manager, Metro Transit Division	<b>Title</b>	Mayor
<b>Date</b>	<hr/>	<b>Date</b>	<hr/>

## Exhibit 1

### ATTACHMENT A - 2007 R-TRIP Scope of Work and Budget

#### 1. Program Objectives

The objectives of this program are to work in partnership to educate residents, employees and employers located in Redmond about alternate transportation modes and encourage use of these alternate modes through a combination of personalized assistance, promotion and incentives.

#### 2. Work Plan and Timeline

All Parties shall contribute to and mutually agree upon the development and implementation of a detailed work plan, timeline and program evaluation for the elements of the R-TRIP Program, to be completed no later than February 1, 2007.

#### 3. City Tasks and Responsibilities

The City shall perform the following tasks:

City Tasks	City Budget
<b>A. RSVP Vanpool Incentive</b> Receive applications and verify eligibility for participants in RSVP program. Distribute incentives.	\$80,000
<b>B. Transit Promotion and Incentives</b> <ul style="list-style-type: none"><li>• Update Redmond transit maps (paper and interactive)</li><li>• Receive applications and verify eligibility for participants in RPASS program. Distribute incentives.(both transit and vanshare) to new transit commuters who sign up for the program.</li></ul>	\$ 25,000
<b>C. R-Rewards</b> Negotiate & obtain gift cards from vendors for use in R-Rewards program. Refine & maintain R-Rewards web-based commute calendar and administrative system.	\$ 75,000
<b>D. Innovative Employer Programs</b> Contract with individual employers for employer-provided commute trip reduction subsidies, incentives and programs. Process and pay employer invoices.	\$55,000
<b>E. Employer Commuter Club Options Phase II</b> Contract with employers to provide short-term employer-specific alternative mode promotion incentives. Priority will be given to employers' innovative proposals such as seeking to demonstrate use of e-certificates as rewards.	\$50,000
<b>F. Small Business Outreach and Incentive Program</b> Develop and implement program to increase small businesses' and their employees' awareness of commute alternatives and incentives. Design and print (in collaboration with project partners) graphical marketing materials	\$50,000

for R-TRIP and display materials for use at transportation events.	
<b>G. Get in Motion Residential TDM Program</b> Provide program support, outreach and promotional materials for Get in Motion residential TDM program. Actively promote at community events R-TRIP incentives, transit routes, vanpooling and other alternatives to drive alone travel.	\$0
<b>H. R-TRIP Promotion &amp; Marketing</b> Print graphical marketing materials for R-TRIP and display materials for use at transportation events. Pay for postage for employer marketing and commuter incentives.	\$ 10,000
<b>I. Job Access/Reverse Commute Vanshare or VanWorks</b> Funding support for up to 12 Vanshare or Vanworks vans targeted at employment sites with low-wage workers.	\$ 9,000
<b>Total City Budget</b>	<b>\$354,000</b>

#### 4. COUNTY TASKS AND RESPONSIBILITIES

The County shall perform the following tasks:

<b>County Tasks (unless otherwise noted, funding source is a CMAQ grant)</b>	<b>County Budget</b>
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<b>A. RSVP Vanpool Incentive</b> Funding support for vanpool incentive to be primarily utilized in RCOP services.	\$40,000
<b>B. R-PASS Transit Promotion and Incentives</b> Funding support for transit incentives to be used in transit route promotion and incentives. Pay postage for employer marketing and commuter incentives.	\$ 20,000
<b>C. Get in Motion Residential TDM Program</b> Provide incentives for TDM program outreach, coordination, and related project activities	\$7,500
<b>D. Small Business Outreach and Incentive Program</b> Support development, implementation and provision of incentives for program to increase small businesses' and their employees' awareness of commute alternatives.	\$25,000
<b>E. Employer Commuter Club Options Phase II</b> Support program to encourage employers to provide short-term employer-specific alternative mode promotion incentives. Priority will be given to employers' innovative proposal such as seeking to demonstrate use of e-certificates as rewards.	\$25,000
<b>F. Job Access/Reverse Commute Vanshare or VanWorks</b> Funding support for up to 12 Vanshare or Vanworks vans targeted at employment sites with low-wage workers. <i>(Funding source: JARC grant)</i>	\$ 9,000
<b>Total County Budget</b>	<b>\$126,500</b>

## 5. PROJECT BUDGET

Program Element	City	County	Total
<b><i>Program Development and Incentives</i></b>			
• RSVP Vanpool Incentive	\$80,000	\$40,000	\$120,000
• Transit Promotion and Incentives	\$25,000	\$20,000	\$45,000
• R-Rewards	\$75,000	0	\$75,000
• Innovative Employer Programs	\$55,000	0	\$55,000
• Employer Commuter Club Options Phase II	\$50,000	\$25,000	\$75,000
• Small Business Outreach and Incentive Program	\$50,000	\$25,000	\$75,000
• Get in Motion	0	\$7,500	\$7,500
<b><i>R-TRIP Promotion &amp; Marketing</i></b>			
• R-TRIP Marketing and Materials	\$10,000	0	\$10,000
<b><i>Infrastructure Development</i></b>			
Job Access/Reverse Commute	\$9,000	\$9,000	\$18,000
<b>Program Totals</b>	<b>\$354,000</b>	<b>\$126,500</b>	<b>\$480,500</b>